

FINANCE DEPARTMENT

(REGULATIONS)

The 30th August, 1982

No. 3/1(10)-80-2FRII.—In exercise of the powers conferred by clause (2) of article 283 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Subsidiary Treasury Rules, Volume I, in their application to the State of Haryana, namely:—

1. These rules may be called the Punjab Subsidiary Treasury Volume I (Haryana Fourth Amendment) Rules, 1982.

2. In the subsidiary Treasury Rules, Volume I, after rule 4.92-A, the following rule shall be inserted, namely:—

"4.92-B. In cases where revision of pension becomes necessary for some reason(s), the pension will be revised by the concerned Accountant-General through a formal letter of amendment to the Pension Payment Order already issued indicating revised rate of pension and graded relief due thereon alongwith the date(s) from which the payment at revised rates is to be made. The amendment letter will be issued under special seal by the Accountant-General to the Treasury with a copy to the pensioner after noting the said amendments in the Register of Pension Payment Orders maintained by him. A note will also be kept by the Accountant-General in the Pension Audit Register before forwarding the amendment letter to the Treasury Officer. The amendments will also be noted in both the halves of the Pension Payment Order by the Treasury Officer under his attestation quoting as authority, the Accountant-General's endorsement thereon, in cases where pension is disbursed by him. A note will also be kept by him on the original amendment letter that necessary corrections have been made in both the halves of the Pension Payment Order. In cases where pension is disbursed by Public Sector Banks, the Treasury Officer will forward the amendment letter to the Paying Branch of the concerned Public Sector Bank through the link branch for taking similar action under advice to the pensioner in accordance with the instructions embodied in the Scheme for payment of pensions of Haryana Government, Civil Pensioners by Public Sector Banks.

The additional amount of death-cum-retirement gratuity, if any, payable due to revision of retirement benefits may also be likewise, authorised through an amendment letter or it can be authorised through a separate authority letter issued by the Accountant-General. However, in cases where recovery on account of graded relief becomes due as a result of revision of pension, payment on account of additional gratuity will invariably be indicated in the amendment letter to the Pension Payment Order for purpose of adjustment there against. Any amount still remaining unrecovered may be adjusted against subsequent payments of graded relief due on the revised amount of pension. However, any portion or gratuity actually paid being debitable to a head of account separate from that of pension, will be shown by the Treasury in a separate Schedule".

T. K. BANERJI,

Commissioner and Secretary to Government, Haryana,
Finance Department.

STORES PURCHASE DEPARTMENT, HARYANA

The 31st August, 1982

No. 1(9)-16-5-IBII-78.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and the conditions of service of persons appointed, to the Haryana Stores Purchase Department, (Group C), service, namely:—

PART I—GENERAL

1. **Short title.**—These rules may be called the Haryana Stores Purchase Department (Group C) Service Rules, 1982.

2. **Definitions.**—In these rules, unless the context otherwise requires:—

(a) "Board" means the Subordinate Services Selection Board, Haryana.

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Government of India or any State Government.

(c) "Government" means the Haryana Government in the Administrative Department.

(d) "recognised university" means,—

(i) any University incorporated by law in India, or

(ii) in case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August 1947, the Punjab, Sind or Dacca University, or

(iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules ; and

(e) "Service" means Haryana Stores Purchase Department (Group C) Service.

PART II—RECRUITMENT TO SERVICE

3. **Number and character of posts.**—The Service shall comprise of the posts shown in Appendix 'A' to these rules and the members of the service shall draw pay in the scales of pay indicated there against :

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. **Nationality, domicile and character of candidates recruited to the service.**—(1) No person shall be appointed to any post in the Service unless he is :—

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) ; and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal, academic officer of the university, college, school or institute last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. **Age.**—(i) No person shall be appointed to the Service by direct recruitment who is less than seventeen years or more than thirty years of age on or before the first day of the month next preceding the last date of submission of application to the Board.

(2) In case of a candidate belonging to Scheduled Castes/Scheduled Tribes, Backward Classes and Ex-Serviceman, the age for the entry into Government service shall be determined in accordance with Government instructions issued from time to time.

6. **Appointing authority.**—Appointment to the posts in the Service shall be made by the Controller of Stores, Haryana.

7. **Qualifications.**—No person shall be appointed to the Service unless he is in possession of the qualifications and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid Appendix in case of an appointment other than direct recruitment.

8. **Disqualification.**—No person,—

- (a) Who has entered into or contracted a marriage with a person having spouse living, or
- (b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service.

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

9. **Method of Recruitment.**—Recruitment to the Service shall be made,—

(a) in the case of Superintendent :—

- (i) by promotion from amongst the Head Assistant on seniority-cum-merit basis;

or

- (ii) by transfer or deputation of an official already in the service of the State Government, if no, suitable departmental candidate is available ;

(b) in the case of Head Assistants :—

- (i) by promotion from amongst the Assistants and Senior Scale Stenographers on seniority-cum-merit basis.,

(c) in the case of Assistants :—

- (i) by promotion from Clerks and Steno-typists on seniority-cum-merit basis ;

(d) in the case of Senior Scale Stenographers :—

- (i) by promotion from Junior Scale Stenographer on seniority-cum-merit basis who qualify the departmental test in type and shorthand, or

- (ii) by direct appointment if no suitable departmental candidate is available :—

(e) in the case of Junior Scale Stenographers :—

- (i) by promotion from amongst Steno-typists on seniority-cum-merit basis who qualify the departmental test in type and shorthand ; or

- (ii) by direct appointment if no suitable departmental candidate is available ;

(f) in the case of Steno-typists :—

- (i) 50% by direct recruitment or by transfer of an official already in the service of any State Government or Government of India, and

- (ii) 50% by promotion from amongst the clerks who qualify the departmental test in type and shorthand ;

(g) in the case of Clerks :—

- (i) 80% by direct appointment and by transfer of an official already in the service of any State Government or Government of India ; and

- (ii) 20 per cent by promotion from amongst Group C and Group D employees whose pay scale is less than that of Clerks ;

(h) in the case of Draftsman :—

- (i) by direct appointment ;
- (ii) by promotion from amongst clerks on seniority-cum-merit basis, or
- (iii) by transfer or deputation of an official already in the service of any State-Government or Government of India ;

(i) in the case of Car Driver :—

- (i) by direct appointment ; or
- (ii) by promotion from Group D employees ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

(j) in the case of Restorer, and Gestetner Operator :—

by promotion from amongst Group D and Group C employees whose pay scale is less than that of a clerk.

10. **Probation:**—(1) Persons appointed to any post in the Service shall remain on probation for two years, if appointed by direct recruitment and one year if appointed otherwise ;

Provided that—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank prior to appointment to the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory it may :—

- (a) if such person is appointed by direct recruitment, dispense with his services, and
- (b) if such person is appointed otherwise than by direct recruitment :—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person the appointing authority, may :—

- (a) if his work or conduct has, in its opinion been satisfactory, —
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - (iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy ; or
- (b) if his work or conduct has, in its opinion been not satisfactory,—
 - (i) dispense with his services, if appointed by direct recruitment, or revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit ; if appointed otherwise ; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation, including extension, if any, shall not exceed three years.

11. **Seniority.**—Seniority *inter se* of members of the Service shall be determined by the length of continuous service on any post in the Service :

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board, shall not be disturbed in fixing the seniority ;

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rate of pay drawn are also the same, then by the length of their service of the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member.

12. **Liability to serve.**—(1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by appointing authority.

(2) A member of the Service may also be deputed to serve under :—

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or local authority within the State of Haryana ;

(ii) the Central Government or a Company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or

(iii) any other State Government, an international organisation, an autonomous body not controlled by the Government, or private body ;

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organisation or body referred in clause (ii) or clause (iii) except with his consent.

13. **Pay, Leave, Pension and other matters.**—In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

14. **Discipline, Penalties and Appeals.**—(1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time :—

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority, shall, subject to provision of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix 'C' of these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall be as specified in Appendix D to these rules.

15. **Vaccination.**—Every member of the Service, shall get himself vaccinated and revaccinated if and when the Government so directs by a special or general order.

16. **Oath of allegiance.**—Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the constitution of India as by law established.

17. **Power of relaxation.**—Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

18. **Reservations.**—Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution.

19. **Special Provision.**—Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

20. **Repeals and Savings.**—The Industries Department Class III Services Rules 1956 so far as these are applicable to the posts covered by these rules are hereby repealed ;—

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A
(See rule 3)

| Designation of the posts | Number of posts | | Total | Scale of Pay |
|------------------------------|-----------------|-----------|-------|---|
| | Permanent | Temporary | | |
| 1. Superintendent | 1 | .. | 1 | Rs 1,000—50—1,500 |
| 2. Head Assistants | 2 | .. | 2 | Rs 700—30—850/900—40—1,100— EB—50—1,250 |
| 3. Assistants | 16 | .. | 16 | Rs 525—15—600—20—660/700— 30—850—EB—890—40—1,050 |
| 4. Senior Scale Stenographer | .. | 1 | 1 | Rs 525—15—600—20—660/700— 30—850—EB—890—40—1,050 |
| 5. Junior Scale Stenographer | 1 | .. | 1 | Rs 480—15—600—EB—20—700— 30—760 |
| 6. Steno-typists | 4 | 1 | 5 | Rs 400—10—490/540—15—600— EB—20—660 Plus Rs. 25 Special Pay |
| 7. Clerks | 19 | 1 | 20 | Rs 400—10—490/540—15—600— EB—20—660 |
| 8. Draftsman | 1 | .. | 1 | Rs 400—10—490/540—15—600— EB—20—660 |
| 9. Driver | .. | 1 | 1 | Rs 420—10—490/540—15—600— EB—20—700 |
| 10. Restorer | 1 | .. | 1 | Rs 400—10—490/540—15—600— EB—20—660 |
| 11. Gastetner Operator | 1 | .. | 1 | Rs 400—10—490/540—15—600— EB—20—660 |

APPENDIX B

[See rule 7]

| Designation of Posts | Academic qualifications and experience, if any, for direct recruitment | Academic qualifications and experience, if any, for appointment other than by direct recruitment |
|----------------------|--|---|
| 1 | 2 | 3 |
| Superintendent | | Three years experience as Head Assistant on seniority-cum-merit basis |
| Head Assistants | | Five years experience as Assistant or Senior Scale Stenographer (including in the case of Senior Scale Steno-grapher two years experience as Assistant on some existing vacancy or by sharing one-third of the work of some Assistant in addition to his own duties) on seniority-cum-merit basis |

| 1 | 2 | 3 |
|---------------------------------|--|---|
| Assistants | | Five years experience as Clerk or Steno-typist on seniority-cum-merit basis |
| Senior Scale Stenographer | Graduate of a recognised University with Hindi as one of the subjects | Two years experience as Junior Scale Stenographer on seniority-cum-merit basis and has qualified the test in Shorthand and typewriting as may be prescribed by the Government |
| Junior Scale Stenographer | Graduate of recognised University with Hindi as one of the subjects | Three years experience as Steno-typists on seniority-cum-merit basis and has qualified test in shorthand and typewriting as may be prescribed by the Government |
| Steno-typists | Matric First Class with Hindi or its equivalent or graduate of a recognised University | Two years experience as Clerk and qualified the test in Shorthand and typewriting as may be prescribed by the Government. |
| Clerks | Matric with Hindi or its equivalent | (i) Matric with Hindi or its equivalent and (ii) Five years service as Group C or/and Group D employee. (iii) shall have to pass test in typing within one year of appointment. |
| Draftsman | (i) Matric with Hindi (ii) Diploma in draftsmanship and (iii) Two years experience as Tracer | Two years experience as Clerk with diploma in draftsmanship on seniority-cum-merit basis |
| Car Driver | (i) Middle Pass with Hindi (ii) Two years experience in driving the vehicle Preference will be given to Ex-serviceman. | (i) Two years service. (ii) Has got a valid current driving licence and possessed necessary proficiency in driving the Car and knowledge of Hindi upto Middle standard |
| Restorer and Gastetner Operator | | Five years service. |

APPENDIX C

[(See rule 14(i)]

| Designation of post | Appointing Authority | Nature of Penalty | Authority empowered to impose penalty | Appellate authority |
|---------------------------|--------------------------------|---|---------------------------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 |
| Superintendent | | (a) Warning with a copy on personal file | Controller of Stores, Haryana | Government |
| Head Assistant | | | | |
| Assistant | | (b) Censure | | |
| Senior Scale Stenographer | Controller of Stores, Haryana. | (c) Withholding of increment or promotion, including stoppage at an efficiency bar. | | |

| 1 | 2 | 3 | 4 |
|---------------------------|---|---|---|
| Junior Scale Stenographer | (d) recovery from pay of whole or part of any pecuniary loss caused to the Government by negligence or breach of order. | | |
| Steno-typist | | | |
| Clerks | | | |
| Draftsman | | | |
| Car Driver | | | |
| Restorer | (e) reduction to a lower post or time scale or to a lower stage in a timescale. | | |
| Gestetner Operator | | | |
| | (f) removal from the Service which does not disqualify from future employment. | | |
| | (g) dismissal from the Service which does ordinarily disqualify from future employment | | |

APPENDIX I

[See rule 14(2)]

| Designation of post | Nature of Order | Authority empowered to make the order | Appellate authority |
|------------------------------|--|---------------------------------------|---------------------|
| 1 | 2 | 3 | 4 |
| 1. Superintendent | (i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension | Controller of Stores, Haryana | Government |
| 2. Head Assistants | | | |
| 3. Assistants | | | |
| 4. Senior Scale Stenographer | | | |
| 5. Junior Scale Stenographer | | | |
| 6. Steno-typists | (ii) Terminating the appointment of a member of the Service otherwise than on his obtaining the age fixed for superannuation | | |
| 7. Clerks | | | |
| 8. Draftsman | | | |
| 9. Car Drivers | | | |
| 10. Restorer | | | |
| 11. Gestetner Operator | | | |

B. S. OJHA,

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Industries Department.